



Mahmoud Fathy Zaky El Haddad

Contract Manager

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Personal Details:
Menofia ▪ Egyptian
Male ▪ Married

Highly-accomplished leader offering extensive experience directing key construction projects and managing key business contracts for well-known organisations across hospitality, oil & gas, civil, utilities, and industrial sectors.

Qualifications Summary

- Expert at prioritizing tasks and completing them in committed timeframe, producing positive results.
- Proficient at preparing project budget / schedules, determining all requirements, and maintaining contractual documents in Arabic, English and dual language.
- Result-driven professional, leverages exceptional ability to organize and manage timelines and streamline operations with performance excellence.
- History of success leading high-performing architect/engineer teams for design/plan development, during entire construction process, including project budget control, conflict resolution, from inception to occupancy, and client satisfaction.
- Instrumental in meticulous and detailed reporting, on-site physical inspections, budget development/implementation, and contract/conflict resolution.

Career Experience

Hill International

2023-2024

Contract Manager

Managing contracts of Four-Season Nile Plaza renovation project and support the Contract Management in Four-Season Madinaty project (support Madinaty project from Mar 2023 till Sep 2023).

Both of the projects involve ongoing contracts and contracts at tender stage, I am responsible for administration the ongoing contracts including close-out activities, in addition to managing tender processes for contracts at the tender stage.

Dar Al-Handasah Consultant (Shair & Partners), Egypt

2021 – 2022

Contracts Administrator – Cost Manager

Assign numerous construction contracts and provide assistance in the execution of Four Seasons Hotel Expansion and Golf Resort at Sharm El Sheikh – Egypt project, and ensured delivery prior to deadline and within assigned budget along with issuance of completion certificate. Chaired and attended various project meetings as well as participated in different claims assessment activities, submitted by contractor.

- Administered execution of multiple activities, including contracts documentation, consultant / contractors' communication, and change management to ensure compliance with all requirements.

Dar Al-Handasah Consultant (Shair & Partners), KSA

2012 – 2020

Senior Contract Administrator - King Abdulaziz International Airport Development (Jeddah Airport)

Developed and maintained all records of contract documents and regularly interacted with all contractors to resolve potential issues and meet all requirements of the contract. Led all meetings with staff members and steered implementation of all changes in project plans to ensure timely delivery and within designated budget. Supported senior management in analysing and settling all claims, submitted by contractor.

- Spearheaded all phases of expanding King Abdulaziz International Airport project, worth SR 27B and delivered overall contract as per all regulatory standards and gained preliminary and final handing over certificates.

Dar Al-Handasah Consultant (Shair & Partners), KSA

2010 – 2012

Senior Contract Engineer - Technical Support for "Development Projects Center – Ministry of Interior"

Participated in tender document preparation and tender stage management till contract(s) award for several MOI projects including mega projects (ex. KAPs) that include developed and maintained all records of pre-tender documents and regularly interacted with all design consultants to perform the design and resolve potential issues and meet all Client requirements. Led all meetings with

staff members and steered implementation of all client requirement to ensure timely delivery and within designated budget. Managed the tender stage including reply to tenderers' queries and prepared Contract documents after award.

Additional Experience

1994 - 2010

Senior Contract Administrator - Dar Al-Handasah Consultant (Shair & Partners) (KSA)

Section head in Contract Department - The Petroleum Projects & Technical Consultations Co. (PETROJET)

Senior Technical Office Engineer/ Section head in Technical Office - The Petroleum Projects & Technical Consultations Co.

Various Projects as Site Manager – Civil - The Petroleum Projects & Technical Consultations Co. (PETROJET)

Numerous Projects - Project Manager - The Petroleum Projects & Technical Consultations Co. (PETROJET)

Various Projects - Site Engineer - The Petroleum Projects & Technical Consultations Co. (PETROJET)

Education

Completed

M.Sc. in Civil Engineering, Ain Shams University, Cairo – Egypt (2005)

B.Sc. in Civil Engineering, Cairo University, Egypt (1992)

Ongoing (certificate under process)

Master of Business Administration (**MBA**) degree in crisis management from Arab Academy for Science, Technology and Maritime Transport, with an extensive knowledge in crisis management, risk management, continuity plan, scenario planning, ... etc.

Licenses & Certifications

Certified as Project Management Professional (PMP) – from Project management Institute (PMI) - PMP® #1612099

Certified as PMI Risk Management Professional (PMI-RMP) - from Project management Institute (PMI) - PMI-RMP® #2206646

Certified as Certified Professional Contracts Manager (CPCM) – from National Contract management Association (NCMA) - Certificate No. 10604

Certified as Certified Contracts Expert - Arab Center for Arbitration - Membership No. 123

Professional Trainings

Construction Engineering and Management MasterTrack™ Certificate (6 courses), University of Michigan (Coursera)

Construction Management Specialization (4 courses), Columbia University (Coursera)

All FIDIC training modules (Module 0, 1, 2, 3, 4, 5 & 6), FIDIC Academy - Arabic Center for Arbitration

Management of Engineering Contracts, Arabic Centre for Arbitration

Construction Industry in Light of Civil & Administrative Law, Arabic Center for Arbitration

Contract Law: From Trust to Promise to Contract, HarvardX (EDX)

CPCM Online Preparatory Course, National Contract Management Association (NCMA),

Administer a Construction Contract, Xner Education (At Udemy) an ASQA (Australian Skills Quality Authority) registered RTO (registered training organization)

Manage Project Procurement, Xner Education (At Udemy)

Contract Management: Building Relationships in Business, University of Southampton and World Commerce and Contracting

Pre-Contract Management for Construction Projects: The Basics - Coventry University (Future Learn)

Drafting and Negotiating Commercial Contracts: A guide to contract law for non-lawyers - College of Law (Future Learn)

Technical Report Writing for Engineers - The University of Sheffield (Future Learn)

Sustainable Construction and Development, Chartered Institute of Building (CIOB) and London South Bank University (Future Learn)

BIM Implementation within the AEC Industry - Coventry University (Future Learn)

Negotiation Skills for Engineers - American University in Cairo (AUC)

Project Specification, Bids and Contracts - American University in Cairo (AUC)

Languages

